

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I - Position Description

1. Agency Name Depart. Of Children and Families	9. Position Number K0162535	10. Budget Program Number 121-23811
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) SENIOR ADMINISTRATIVE ASSISTANT
3. Division East Region	12. Proposed Class Title	
4. Section	13. Allocation	
5. Unit Legal	14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City Topeka County Shawnee	15. By Approved	
7. (Circle appropriate time) Full Time x Perm x Inter Part Time Temp %	16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8:00 AM/XX To: 5:00 XX/PM	17. Position Reviews Date: By:	

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

Professional secretarial support for the Legal Division, Agency Attorneys and back up support to the Executive Team. Understands, promotes and respects the agency concept of service for children and families, promoting the concept when appropriate. Understands and acknowledges how the assigned duties support the work of regional legal department and the executive team. Willingly serves as a resource for the agency. The purpose of this position is to work in a cooperative fashion with customers, staff, and agency partners to provide efficient and effective service.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

The addition of fraud prosecution by all the attorneys and the increased number of special investigators necessitates additional administrative support for the attorneys due to increased legal filings by the attorneys. Further the Assistant Regional Directors have no secretarial support and the Regional Director's support staff divides time between two offices. The executive team has used legal staff to fill this need and this need is appropriately reflected in this job position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Doug Wood	Title: East Regional Attorney	Position Number: K0222691
Who evaluates the work of an incumbent in this position.		
Name: SAME	Title:	Position Number:

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

All work should be completed within prescribed deadlines. The attorney provides basic instructions regarding expected tasks. The senior administrative assistant is expected to use a great deal of independent judgment to complete complicated or technical tasks. The senior administrative assistant will be given general guidelines and procedures in order to adhere to federal, state and SRS policy and regulations. Work assignments are dependent upon a number of legal referrals, caseload size and special initiatives.

d) Which statement best describes the result of error in action or decision of this employee.

- () Minimal property damage, minor injury, minor disruption of the work flow.
(X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.

- () Major program failure, major property loss, or serious injury of incapacitation.
 () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an **E** or **M** next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E OR M
		Reports and documents requiring signatory authority are reviewed for accuracy by the Attorney. All other work is reviewed by the Regional Attorney and/or Assistant Regional attorneys through conferences, case reviews and results achieved. The Senior Administrative Assistant is evaluated on the quality and accuracy of assigned tasks, the extent to which the Senior Administrative Assistant has furthered the goals and purposes of the agency, and how well the Senior Administrative Assistant has demonstrated leadership by fostering a commitment to achieving mission, vision, guiding principles and core values of the agency, the region and the legal division.
1.---	25%--E	Types legal documents such as briefs, pleadings, pretrial questionnaires, memorandums of law, jury instructions, interrogatories, request for admissions. Drafts and types subpoenas and general correspondence and other legal papers in connection with litigation, probate proceedings, adoption legal reviews and administrative appeals under the direction of the East Division Legal Division attorneys. Prepares and maintains letters, memoranda and all legal documents, for the Attorney in order to produce neat, error-free copies within an assigned time frame by having knowledge of court deadlines and knowledge of correct spelling, grammar, punctuation, legal format and usage of word processing software and KAECSSES/KESSEP computer system
2.---	25%--E	Receives, processes new referrals and appeals. After assignment, opens case files and drafts initial pleading, such as entry of appearance following standard instructions and office procedure. Maintains the legal files and filing system to facilitate rapid retrieval of information and documents. Safely guards the confidentiality of files and records. Schedules court appearances and hearings. Maintains and uses an effective tracking system (tickler/ alerts/calendars). Documents activities in legal case files according to standing instructions to ensure that actions are taken in a timely manner. Notifies attorney and assigned special investigator if need for action and /or review and prepares the appropriate documents. Assures that all cases are included in the list of regional files. Provides back up to the legal assistant on records requests and related copying.
3.---	20%--E	Handles and/or processes all correspondence and other written materials and phone calls for the Attorney in order to ensure that the Attorney is properly informed of all pertinent facts regarding the cases which includes exhibiting a professional manner over the telephone and positive working relationships with the public, court personnel, private attorneys, appellants, agency personnel and other collaterals.
4.---	15%--E	Maintains office information for filing, monitoring systems and Attorney court calendar in order to ensure that cases are set up, legal action taken in a timely manner, hearing dates are kept by Attorney and that attorney case reports are completed by due date by following established policy and guidelines, using a daily diary system.
5.---	5 %---E	Meet with witnesses and/or agency personnel for the purpose of obtaining or verifying information, assuring availability for hearings and notarizing signatures which includes maintaining a positive working relationship with the general public, all other staff members and adhering to all Federal, State and DCF rules, regulations, policies and procedures including confidentiality.
6.---	10%---E	Provides back up administrative support for the executive team as directed by the Regional Director and members of the executive team. Answering phones, setting appointments, reserving conference rooms, setting up conference calls, coordinating meetings and calendars, preparing agendas and minutes as needed. This requires a high degree of confidentiality.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Work flow would be disrupted within the unit. Legal documents containing erroneous information could cause delays for the court system, risk to the Attorney and possible monetary loss for the agency.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with the general public, court personnel, attorneys and DCF staff, as well as, with persons that the agency has taken action to place on abuse registries and reports from the public regarding allegations of fraud.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Verbal abuse and threatening behavior from persons adversely affected by the agencies actions to establish guardianships, conservatorships, fraud collection, substantiations child and /or adult abuse.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Daily usage of telephone, calculator, file cabinets, computer, printer, scanner, copier, fax machines.

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

One year of experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Obtain and maintain Security Clearance.

Appointment as a Notary Public (preferred).

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Work experience in the following:

1. Use of word processing software (Word)
2. Maintaining appointment logs
3. Composing correspondence
4. Proof reading and editing
5. Typing legal documents
6. Excel spread sheets of case

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

The work requires light physical exertion. The employee may be required to perform handling activities with lightweight or easily moved items (e.g. books, file folders, boxes of office supplies, small machine parts, etc.); perform moving activities for brief periods; operate light equipment; perform repetitive motions for brief periods. Daily use of a computer may be related to some physical discomfort and eye strain. This position communicates verbally in order to work with external and internal customers, and uses a PC in order to gather and enter data, and may travel to the local court to obtain records.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Employees are instructed to use standard safety devices available and provided for machinery and equipment, e.g. wrist rests for computer keyboards, seatbelts for automobiles, etc. When traveling, staff are instructed to take precautions that insure their safety and the safety and welfare of those being transported. Employees are cautioned to execute strict key control for agency facilities and lock all doors after normal duty hours. Employees are instructed to maintain confidentiality, environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date